



# IDT Lodging Reimbursement Checklist

Member: \_\_\_\_\_

Date: \_\_\_\_\_

OF 1164 – Claim for lodging accrued at duty location during IDTs

Certified AF Form 40A\*\*

Lodging receipts

Letter of Non-Availability, if applicable

**Please verify that all required documents are filled out completely and signed. Attach this as the coversheet and send to HQ RIO IR Travel.**

**\*\*If you are unable to obtain all three signatures on the AF40A, you may provide a PDF print of your UTAPS calendar in color in addition to AF40A.**

**Fax:** (720) 847-3969 (DSN 847)

**Email:** [arpc.hqrio.travel@us.af.mil](mailto:arpc.hqrio.travel@us.af.mil)

**Notes:**

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